

## BOARD OF HEALTH Meeting Agenda for January 22, 2026 at 9:00 AM

1. Call to Order
  - a. Opening ceremonies – Pledge Allegiance to the Flag of the United States of America
  - b. Roll Call
  - c. Approval of the Agenda\*
  - d. Officer Elections
    - o Chair\*
    - o Vice-Chair\*
  - e. Committee Assignments\*
  - f. Approval of the Minutes from December 11, 2025\*
2. Public Comment
3. Health Officer's Report – pg 7
4. Medical Director's Report pg 11
5. Departmental Reports
  - a. Health Education & Promotion - pg 14
  - b. Environmental Health - pg 16
  - c. Area Agency on Aging - pg 25
  - d. Personal Health & Disease Prevention - pg 33
6. Financial Reports
  - a. Approve Payments\* - pg 40
  - b. Review Financials\* - pg 43
7. Committee Reports
  - a. Finance Committee – Did not meet.
  - b. Program, Policies, and Appeals – Did not meet.
8. Unfinished Business
  - a. none
9. New Business
  - a. By-laws – pg 51
  - b. Audit Governance Letter – pg 54
10. Public Comment
11. Commissioner Comments

**Public Comment:**

For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

12. Adjournment - Next meeting: February 26, 2026

Upcoming Meeting Dates:

- February 13, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- February 18, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- February 26, 2026 @ 9:00 AM – Full Board Meeting
- March 16, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- March 18, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- March 26, 2026 @ 9:00 AM – Full Board Meeting
- April 15, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- April 20, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- April 23, 2026 @ 9:00 AM – Full Board Meeting
- May 18, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- May 20, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- May 28, 2026 @ 9:00 AM – Full Board Meeting
- June 15, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- June 17, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- June 25, 2026 @ 9:00 AM – Full Board Meeting
- July 15, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- July 20, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- July 23, 2026 @ 9:00 AM – Full Board Meeting
- August 17, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- August 19, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- August 27, 2026 @ 9:00 AM – Full Board Meeting
- September 16, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- September 21, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- September 24, 2026 @ 9:00 AM – Full Board Meeting
- November 2, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- November 4, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- November 12, 2026 @ 9:00 AM – Full Board Meeting
- December 2, 2026 @ 8:30 AM - PPA Committee (Leininger, Stoll, & Shaffer)
- December 7, 2026 @ 9:00 AM – Finance Committee (Hoffmaster, Houtz, & Collins)
- December 10, 2026 @ 9:00 AM – Full Board Meeting
- January 28, 2027 @ 9:00 AM – Full Board Meeting

2026 Board Education Schedule:

- January 22, 2026 – WIC
- February 26, 2026 – tbd
- March 26, 2026 – Audit Presentation (during the meeting)
- April 23, 2026 – tbd
- May 28, 2026 – tbd
- September 24, 2026 – tbd
- November 12, 2026 – tbd

## Officer Elections

Article IV, Section 3 of the by-laws indicate that the Chair and Vice-Chair positions will be elected according to a rotation by county. This year's Chair should represent Hillsdale County and the Vice-Chair should represent St. Joseph County.

### Rotation History

2026 Chair – Hillsdale County, Vice-Chair St. Joseph County

2025 Chair – Branch County, Vice-Chair Hillsdale County

2024 Chair – St. Joseph County, Vice-Chair Branch County

2023 Chair – Hillsdale County, Vice-Chair St. Joseph County

## 2025 Committee Appointments

### Finance Committee

Branch – Jon Houtz

Hillsdale – Kevin Collins

St. Joseph – Jared Hoffmaster, Committee  
Chair

### Program, Policy, and Appeals Committee

Branch – Tim Stoll

Hillsdale – Brent Leininger, Committee Chair

St. Joseph – Rick Shaffer

## December 11, 2025 – Board of Health Meeting Minutes

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order by Chairman, Tim Stoll at 9:00 AM with the Pledge of Allegiance to the Flag of the United States. Roll call was completed as follows: Jared Hoffmaster, Jon Houtz, Brent Leininger, Kevin Collins, Rick Shaffer, and Tim Stoll.

Also present from BHSJ: Rebecca Burns, Karen Luparello, Theresa Fisher, Laura Sutter, Heidi Hazel, and Joe Frazier.

Mr. Hoffmaster moved to approve the agenda with support from Mr. Houtz. The motion passed unopposed.

Mr. Houtz moved to approve the minutes from the November 13, 2025 meeting with support from Mr. Shaffer. The motion passed unopposed.

Public Comment: No public comments were given.

Rebecca Burns, Health Officer, reviewed the monthly Health Officer's Report with the following items included: Budget Amendment, AAA Direct Care Worker Help Program, Employee Compensation, Health Officer Contract, Staffing Update, Community Health Improvement/Strategic Plan, Public Health Concerns, BHSJCHA Mobile Unit On The Road, and Office Updates.

Dr. Luparello reviewed the Medical Director's monthly report. This month's educational report was titled, "Radon".

### Departmental Reports:

- Health Education & Promotion
- Environmental Health
- Area Agency on Aging
- Personal Health & Disease Prevention

### Financial Reports/Expenditures

- Mr. Houtz moved to approve the expenditures for November with support from Mr. Leininger. The motion passed unopposed.
- Mr. Leininger moved to place the financials for October on file with support from Mr. Hoffmaster. The motion passed unopposed.

Committee Reports:

- Finance Committee – Mr. Hoffmaster moved to approve the minutes from the December 1, 2025 Board of Health Finance Committee meeting with support from Mr. Collins. The motion passed unopposed.
- Program, Policy, & Appeals Committee – Did not meet.

Unfinished Business:

- There were no unfinished business items.

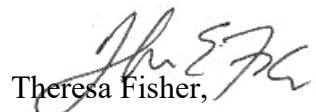
New Business:

- Mr. Shaffer moved to approve the AAA DCW Help Project, as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to approve FY25-26 Budget Amendment #1 as presented, with support from Mr. Hoffmaster. The motion passed unopposed.
- Mr. Houtz moved to approve a 4% increase to the current wage scale, effective 1/2/2026, with support from Mr. Shaffer. A roll call vote was taken and the motion passed 4-2 (Mr. Hoffmaster, Yes; Mr. Houtz, Yes; Mr. Leininger, No; Mr. Collins, No; Mr. Shaffer, Yes; Mr. Stoll, Yes).
- Mr. Houtz moved to approve the Health Officer's contract, as presented, with support from Mr. Collins. A roll call vote was taken and the motion passed 5-1 (Mr. Hoffmaster, Yes; Mr. Houtz, Yes; Mr. Leininger, No; Mr. Collins, Yes; Mr. Shaffer, Yes; Mr. Stoll, Yes).
- Mr. Houtz moved to approve the proposal from Mary Kushion Consulting, LLC, for facilitation and creation of a CHNA, CHIP, and Strategic Plan. The motion received support from Mr. Hoffmaster and passed unopposed.
- Mr. Leininger moved to approve the 2026 Board of Health Meeting Schedule, as presented, with support from Mr. Shaffer. The motion passed unopposed.

Public Comment: No public comments were given.

With no further business, Mr. Leininger moved to adjourn the meeting with support from Mr. Shaffer. The motion passed unopposed and the meeting was adjourned at 10:10 AM.

Respectfully Submitted by:

  
Theresa Fisher,  
Administrative Services Director  
Secretary to the Board of Health

## **PUBLIC COMMENT**

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## **Health Officer's Report to the Board of Health for January 22, 2026**

**Prepared by: Rebecca A. Burns, M.P.H., R.S.**

### **Agency Updates**

**New Year/New Appointments:** Today the Board will review the bylaws and determine if they will approve or suggest amendments. The Chairperson and Vice Chairperson will be selected. As outlined in the bylaws and the rotation of officers, the Chairperson will be from Hillsdale County and the Vice Chairperson from St. Joseph County. The members of the Finance and Program, Policy, and Appeals committees will also be selected; one from each county.

**FY2025 Audit:** Included for your information today is the audit governance letter. The administrative services team is already working to prepare for the audit.

**Accreditation:** The agency will welcome our accreditors the week of March 2<sup>nd</sup>. This marks the 9<sup>th</sup> cycle of Michigan Accreditation of local health departments. Our team is prepared and ready to go.

**Community Health Improvement/Strategic Plan Proposal:** We have now engaged the services of Mary Kushion to guide us through this work and had the initial kick-off call. Mary has suggested a Central Michigan University graduate student as an intern to assist with the project and we are glad to provide the student with this opportunity. There is a lot work to do to get to Strategic Planning but those meeting dates are set in June. The project will wrap up prior to the end of the fiscal year.

**Rx Kids in Michigan:** This is a newer initiative in Michigan that is working to expand access across the state. From the Rx Kids folks here is how they explain what it is:

An MSU-led innovation, Rx Kids is efficiently administered by GiveDirectly and implemented in partnership with local Community Champions and stakeholders who drive outreach, engagement, and celebration. The program is funded by a public-private partnership combining state, federal, and municipal funds with philanthropic, business, health system, and individual support.

The program is anticipating launching dozens of sites in 2026 and currently the application process is open. Michigan communities were sent the information and encouraged to apply. Applicants should be a single local entity such as a city, township, county, health department, or nonprofit, willing to serve as the Rx Kids Community Champion. Successful applicants will demonstrate community need and outline match funding that is secured or in progress.

I am aware that the City of Coldwater is investigating the program. Not aware at this time of any other communities looking at it more closely. The program puts money in the hands of pregnant women and families with newborns that comes right back into the community for needs of that family.

**Board of Health Education Today:** The topic for BOH education today is WIC. Shelby Ward, BSN, Clinic Supervisor in Hillsdale and the agency's WIC Coordinator has some exciting news to share about

the agency's WIC program and the return on investment in our communities. The education will start at the conclusion of the meeting.

**Employee Recognition:** In the past we have brought the names of staff members being recognized for years of dedicated service to the agency to the January Board of Health meeting. In order to align with the agency's all-staff meeting held the end of April, we will be bringing those names to you at the March meeting this year.

**Staffing Update:** Current openings include; Immunization/Clinic Clerk PT for St. Joseph County and an Environmental Health Sanitarian to work in the Noncommunity Type II Water Program which will be housed out of either Three Rivers or Coldwater.

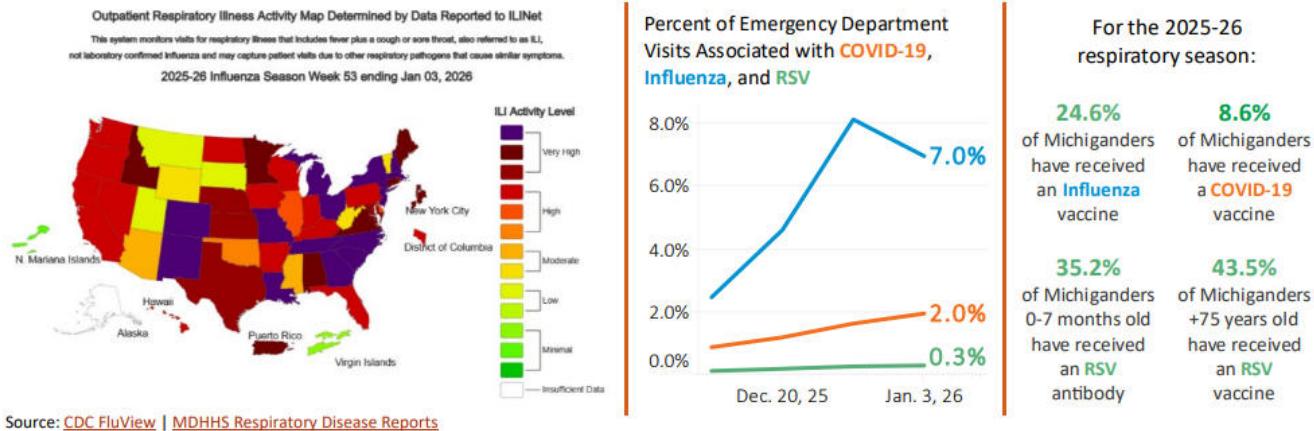
**BHSJCHA Mobile Unit On the Road:** We did make the difficult decision to cancel our outreach in Litchfield scheduled for January 15<sup>th</sup> due to weather and staffing issues.

Hillsdale Hospital has halted their outreach with the mobile unit. They have no dates currently scheduled to use it.

### Public Health Concerns:

**Influenza:** Of most concern right now is influenza. Nationally 17 influenza-associated pediatric deaths have been reported for the 2025-26 season. None in Michigan have been confirmed at this point. The influenza vaccine is still widely available and encouraged for everyone 6 months of age and older. I'm attaching two info sheets on influenza in my report today.

*Data provided in this report are preliminary and will be updated as additional data are received*



**Coldwater Office:** Nothing at this time.

**Hillsdale Office:** There have been 4 companies ask to walk through the office to review what is existing to potentially bid the HVAC replacement project. Bids are due on January 27<sup>th</sup> and will be opened publicly that day. Bids will be reviewed, scored and brought to the Finance Committee meeting in February for further action.

**Sturgis:** Nothing at this time.

**Three Rivers Office:** Nothing at this time.

# 2025-2026 Respiratory Vaccine Recommendations



	Annual Influenza Vaccine	RSV Immunization	Annual COVID-19 Vaccine
<b>Infants and Children</b>	All children 6 months and older. <i>Some children 6 months through 8 years may need multiple doses.</i>	All infants under 8 months and children 8 through 19 months with risk factors. <i>Typically administered October through March, if not received during pregnancy.</i>	All infants and children ages 6 months through 23 months, and all children ages 2 years through 18 years with risk factors, and any child over 6 months whose parents would like them to be vaccinated.
<b>Pregnancy</b>	All. <i>At any point in pregnancy.</i>	<b>32 through 36 weeks gestation.</b> <i>Pfizer, Abrysvo only. Typically administered September through January.</i>	All. <i>At any point in pregnancy.</i>
<b>Adults 18 to 50</b>	All.	<b>Not applicable.</b> <i>If pregnant, see above.</i>	All. <i>Especially important for people with risk factors or who have never received a vaccine.</i>
<b>Adults 50 and older</b>	All. <i>High-dose, recombinant or adjuvanted flu vaccine preferred for 65 and older, if available.</i>	<b>All those 75 and older, and adults 50 through 74 with risk factors.</b> <i>One lifetime dose of RSV vaccine.</i>	All. <i>Especially important for people with risk factors or who have never received a vaccine.</i>

For more information on respiratory season vaccines, including details about the 2025-2026 Food and Drug Administration approval for these vaccines, visit [Michigan.gov/COVIDFluRSV](https://Michigan.gov/COVIDFluRSV). The MDHHS COVID-19 vaccine guidance aligns with the guidance from the [American Academy of Pediatrics](#), the [American College of Obstetricians and Gynecologists](#), the [American Academy of Family Physicians](#) and the [American College of Physicians](#).

If you have not already received your 2025–2026 COVID-19 vaccine, you may consider yourself high risk when answering screening questions.

**As a reminder, speak to your health care provider about the vaccines that are recommended for you.**



The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group on the basis of race, national origin, color, sex, disability, religion, age, height, weight, familial status, partisan considerations, or genetic information. Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.

## WAYS TO STAY HEALTHY

### Get Immunizations



### Clean Hands and Cover Coughs



### Take Steps for Cleaner Air



Layering prevention strategies can be especially helpful when:

- Respiratory viruses are causing a lot of illness in your community.
- You or those around you have risk factors for severe illness.
- You or those around you were recently exposed, are sick, or are recovering.

## IF YOU BECOME ILL

### Stay Home When Sick



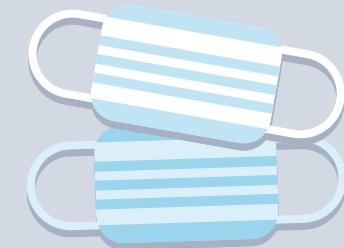
### Get Tested



### Seek Treatment



### Wear a Mask



Stay home and away from others until:

>Your symptoms are getting better.



You are fever-free (without meds).

Then take added precautions **for the next 5 days** such as wearing a mask and washing hands frequently.

## **MEDICAL DIRECTOR'S REPORT**

**January 2026**

1. Watching numbers of communicable diseases and respiratory illnesses.
2. Radio segment (WTVB) on Influenza and Respiratory Illnesses
3. Director and Administrator meetings, in person and zoom.
4. Meetings via zoom and teleconference with several associations.
5. Continuing treatment of multiple patients.
6. Continued telephone conversations with area providers.
7. Reviewing multiple policies and procedures.

## INFLUENZA INFORMATION

### (And please get your flu vaccine)

- Influenza or the flu is a contagious respiratory illness caused by influenza viruses. Symptoms might include fever, cough, sore throat, body aches, and fatigue. The flu can also cause diarrhea, nausea and vomiting, especially in children. It typically lasts a week but can last longer in high-risk groups. Prevention is yearly vaccination (which lessens flu symptoms and therefore makes you less contagious) but does prevent the flu. Treatment involves rest, fluids, over the counter medications and sometimes antiviral medications.
- It is spread through respiratory droplets and contaminated surfaces. The flu virus can last 24 to 48 hours on hard, nonporous surfaces, but only a few hours on soft porous materials.
- It is important to keep chronic conditions under control, get rest, eat healthy, stay home when you are sick. Wash your hands and try not to touch your nose and face.
- Most healthy adults recover from the flu within 5-7 days, though some symptoms might last longer. Fever typically subsides by day 4.
- Influenza A and Influenza B are similar. Both can cause complications such as pneumonia. This season, Influenza A is the predominant type. Influenza A is typically a more severe illness than Type B. Type A is likely to cause more severe illness in babies and older adults.

- The new variant, HCNS subclade K is also surging. This new variant is a mutated version of one of the subtypes of Influenza A, and has been harder on adults.
- The flu vaccine works by introducing your immune system to harmless, inactivated, or weakened parts of influenza viruses, training it to produce protective antibodies. Then, when exposed to the real virus, your body can quickly recognize and fight it off, preventing severe illness. It takes about 2 weeks for full protection to develop. This is why getting vaccinated early in the fall is recommended (prior to peak flu season).
- Data from last week, throughout the US, Influenza has caused 15,000,000 illnesses, 180,000 hospitalizations and 7,400 deaths.
- As of December 27, 2025, 43.5% of adults reported receiving their flu vaccine (higher than last season at the same time). Only 24% of Michiganders had received their Influenza vaccine.
- Do healthcare professionals get the flu vaccine? Influenza vaccine coverage was highest among pharmacists (93.9%), physicians (93%), nurses (87.6%) and physician assistants (85.7%).
- Last flu season there were 289 pediatric deaths from the flu. 90 percent of these children were not vaccinated.

***Included in This Month's Report:***

1. HEP Update
2. Community Health Worker (CHW) Update
3. Community Events
4. Social Media Update

**1. Health Education & Promotion Department Update:**

We welcomed AJ DeMond to the team as our new Health Educator. He has been a great addition to the team. He has made connections with our OHSP community partners and has had introductory conversations with church leaders in two new communities. We have launched a webpage specific to Horse and Buggy Safety at <https://bhsj.org/programs/118>. This page shares the information, tools and resources that have been developed as part of the grant's work.

The department continues to prepare for accreditation and the annual All Staff Meeting. The team continues our collaboration work across the three counties including Substance Abuse Task Forces, Child Abuse Prevention, Human Services Networks, Better Birth Outcomes, and Transportation.

There were 24 media stories in since the last Board of Health meeting that mentioned the agency. We issued 2 press releases since the last Board of Health meeting.

[Respiratory Illness Cases Rising ahead of the Holidays | Branch Hillsdale St. Joseph Community Health Agency](#)

[BHSJ CHA Confirms Five Cases of Chickenpox | Branch Hillsdale St. Joseph Community Health Agency](#)

**2. Community Health Worker Program:**

Rachel Baker has completed her Community Health Worker training and is finishing her certification with the State of Michigan. The program held 41 appointments in December. Staff also attended outreach events, Winterfest in Hillsdale county, Friendship Fridays in Sturgis, and Hope United in Three Rivers. The program continues to receive referrals from multiple agencies across the jurisdiction.

The greatest needs requested were assistance with MDHHS Services applications (Medicaid, Food Assistance, and State Emergency Relief), insurance counseling, emergency food, Community Partner resources (domestic violence and housing), Social Security applications for retirement and disability, and homelessness.

**3. Community Events:**

We have supported, participated, or will be participating in the following events:

Date	Event
12/1	Kiwanis Club presentation of OHSP grant – Branch County
12/8	King's Kupboard – Hillsdale County
12/11	Winterfest – Hillsdale County
12/12	Friendship Friday – St. Joseph County
12/22	Coach Eby Center – Branch County
1/9	Friendship Fridays – St. Joseph County
1/12	King's Kupboard – Hillsdale County
1/14	Salem Church Blood Drive – Hillsdale County

1/26	Coach Eby Center – Branch County
1/27	OHSP Advisory Committee Meeting
1/29	Project Connect – Branch County
2/13	Friendship Fridays – St. Joseph County
2/23	Coach Eby Center – Branch County
2/24	STI Lesson – St. Joseph County

## Social Media Update

Social Media continues to spread our message to the community. In November, we covered the following topics:

Media Topics for December:	
<ul style="list-style-type: none"> <li>WIC Monthly Social Media Toolkit</li> <li>WIC Mobile Clinics (Waldron/Litchfield)</li> <li>MDHHS-Respiratory Illness Guidance</li> <li>BHSJ Job Postings</li> <li>CSHCS</li> <li>Take Control Supplies</li> <li>Invitation to Bid- HVAC</li> <li>Winter Driving Safety Tips</li> </ul>	<ul style="list-style-type: none"> <li>MDHHS Safe Sleep Toolkit</li> <li>Medicaid Navigation Assistance</li> <li>HPAI Prevention Tips</li> <li>Holiday Food Safety Tips</li> <li>Final week of open enrollment</li> <li>Holiday/Toy/Winter Safety</li> <li>World AIDS Day-Promoted Testing</li> <li>Influenza Vaccination Week (Dec 2-6)</li> <li>Christmas Safety</li> <li>New Year's Eve Safety</li> </ul>

## Social Media Data (As of January 1st, 2025)

	# of Followers (Facebook & Instagram)	Instagram Reach (Amount a post is viewed, commented on, shared, etc.)	Facebook Reach (Amount a post is viewed, commented on, shared, etc.)	Video (# and Topic)	Agency Mentions in Local Media (radio stations, local newspaper/digital articles, etc.)	Boosted Activities (# and Topic)
December	4,435	697 (Down 19.2% from November)	43,710 (Up 41% from November)	Videos shared (6): Game day & holiday leftover food safety, RSV vaccine during pregnancy, FAQ- Chickenpox Vaccine, Lead safety, Holiday safety tips.	23	World Aids Day (Dec 1st, 2025)- Promoted free HIV testing information
TOTAL TO DATE (Since 10/1/2022)	5 NEW followers since last report	20,764	1,039,130	65	508	35

**Branch-Hillsdale-St. Joseph Community Health Agency**  
**Environmental Public Health Services**  
**Report for the January 22, 2026 Board of Health Meeting**  
**Prepared by Joseph Frazier R.E.H.S. , Director of Environmental Health**

**Food Program Updates**

Food inspection staff have successfully made it through the busy holiday season across our Tri-County area. Staff are now looking ahead to training opportunities over the next few months, ranging from plan review to foodborne illness investigations. Our team continues to educate restaurant operators daily during routine inspections, helping build strong partnerships that support food safety throughout our Tri Counties.

Across the Tri-County area, several local food facilities have recently undergone changes in ownership:

- Creative Dining Services Satellite – Sturgis
- Farrant Hall Diner & Bakery – Colon
- Side Street Beer Bar – Coldwater

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**Wells, Septic, Pools, Vector, and Campgrounds**

This time of year is typically slower for our general environmental health programs. However, we are still regularly issuing new well and septic permits across our Tri Counties. Several staff members, including myself, attended the 75th Annual Onsite Wastewater Conference held at Michigan State University. The conference featured speakers from across the country who shared valuable information on current and emerging practices in onsite wastewater management.

In our Type II Noncommunity Water Program, we will be wishing good luck to Jordyn Knierm, who has accepted a new position outside the Agency. Jordyn's last day will be January 27th. Her position has been posted, and we look forward to reviewing candidates.

**EH Service Statistics Report**

**BRANCH - HILSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY**

**ENVIRONMENTAL HEALTH SERVICE REPORT 2025/2026**

	DECEMBER				YTD 2025/2026				YTD 2024/2025			
	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL	BR	HD	SJ	TOTAL
WELL/SEWAGE SYSTEM EVAL.	-	1	1	2	3	4	1	8	-	4	6	10
CHANGE OF USE EVALUATIONS - FIELD	2	1	5	8	6	12	11	29	8	10	14	32
CHANGE OF USE EVALUATIONS - OFFICE	1	2	9	12	10	14	26	50	11	8	19	38
<b>ON-SITE SEWAGE DISPOSAL</b>												
PERMITS NEW CONSTRUCTION	3	4	5	12	9	18	21	48	19	28	27	74
REPAIR/REPLACEMENT	2	2	5	9	13	11	29	53	14	13	26	53
VACANT LAND EVALUATION	-	-	5	5	3	2	8	13	4	6	-	10
PERMITS DENIED	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	5	6	15	26	25	31	58	114	37	47	53	137
<b>SEWAGE PERMITS INSPECTED</b>	5	1	9	15	34	31	47	112	25	20	41	86
WELL PERMITS ISSUED	10	12	16	38	43	44	56	143	43	41	55	139
WELL PERMITS INSPECTED	15	36	15	66	48	74	48	170	44	35	37	116
<b>FOOD SERVICE INSPECTION</b>												
ROUTINE	18	15	28	61	55	75	95	225	53	74	116	243
NEW OWNER / NEW ESTABLISHMENT	2	-	2	4	4	2	5	11	4	1	6	11
FOLLOW-UP INSPECTION	2	-	1	3	4	3	3	10	1	1	2	4
TEMPORARY	1	1	-	2	5	4	15	24	5	4	9	18
MOBILE, STFU	1	1	1	3	10	6	21	37	3	7	17	27
PLAN REVIEW APPLICATIONS	-	2	1	3	1	4	3	8	2	2	2	6
FOOD COMPLAINTS RECEIVED	2	-	1	3	6	2	4	12	3	-	3	6
FOODBORNE ILLNESS INVESTIGATED	-	-	-	-	1	-	-	1	-	-	-	-
<b>FOOD CLASSES</b>												
MANAGEMENT CERTIFICATION CLASS	-	-	-	-	-	-	-	5	5	-	5	5
<b>CAMPGROUND INSPECTION</b>	-	-	-	-	-	-	-	-	-	-	-	-
NON-COMM WATER SUPPLY INSPI.	-	7	3	10	-	10	10	30	4	7	8	19
SWIMMING POOL INSPECTION	7	1	-	8	7	3	6	16	9	5	1	15
PROPOSED SUBDIVISION REVIEW	-	-	-	-	-	-	-	-	-	-	-	-
SEPTIC TANK CLEANER	-	-	-	-	-	-	-	-	-	-	-	-
DHS LICENSED FACILITY INSP.	1	2	2	5	3	10	10	23	5	6	5	16
COMPLAINT INVESTIGATIONS	1	2	1	4	7	15	6	28	5	5	4	14
LONG TERM MONITORING	-	-	-	-	-	-	-	-	-	-	-	-
BODY ART FACILITY INSPECTIONS	-	-	-	-	-	-	-	1	1	-	1	2



570 Marshall Road  
Coldwater, MI 49036  
(517) 279 - 9561 ext. 106

20 Care Drive  
Hillsdale, MI 49242  
(517) 437 - 7395 ext. 311

1110 Hill Street  
Three Rivers, MI 49093  
(269) 273 - 2161 ext. 233

## Inspection Type Count By County

For Date Range: 12/01/2025 - 12/31/2025

County	Inspection Type / Reason	Count
<b>Branch County</b>		
<i>Food Safety</i>		
	Non Foodborne Illness Complaint - Initial	2
	Pre-Opening - Pre-Opening	2
	Risk Based Inspection - Follow-up	2
	Risk Based Inspection - Routine	18
	STFU Inspection - Routine	1
	Temporary Food Inspection - Routine	1
	<b>Total # of Food Safety inspections - Branch County</b>	<b>26</b>
<b>Hillsdale County</b>		
<i>Food Safety</i>		
	Risk Based Inspection - Routine	15
	STFU Inspection - Routine	1
	Temporary Food Inspection - Routine	1
	<b>Total # of Food Safety inspections - Hillsdale County</b>	<b>17</b>
<b>St. Joseph County</b>		
<i>Food Safety</i>		
	Non Foodborne Illness Complaint - Initial	1
	Pre-Opening - Pre-Opening	2
	Progress Note - New Inspection Reason	6
	Risk Based Inspection - Follow-up	1
	Risk Based Inspection - Routine	28

**Inspection Type Count By County**  
For Date Range: 12/01/2025 - 12/31/2025

County	Inspection Type / Reason	Count
	STFU Inspection - Routine	1
	<b>Total # of Food Safety inspections - St. Joseph County</b>	<b>39</b>
	<b><u>Total # of inspections - All counties</u></b>	<b><u>82</u></b>



570 Marshall Road  
Coldwater, MI 49036  
(517) 279 - 9561 ext. 106

20 Care Drive  
Hillsdale, MI 49242  
(517) 437 - 7395 ext. 331

1110 Hill Street  
Three Rivers, MI 49093  
(269) 273 - 2161 ext. 233

## Food Establishment Inspection Report by Facility Name

For Date Range: 12/01/2025 - 12/31/2025 and Food Program

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
ADVENTURE ZONE, INC	COLDWATER	12/05/2025	Risk Based Inspection - Routine	0	0	0	0
Amaz'n Nutrition	Three Rivers	12/10/2025	Risk Based Inspection - Routine	0	0	0	0
Ambassador's for Christ Church	Three Rivers	12/01/2025	Progress Note - New Inspection Reason	0	0	0	0
AMERICAN LEGION 73	Sturgis	12/17/2025	Risk Based Inspection - Routine	0	0	0	1
AMERICAN LEGION POST #52	COLDWATER	12/19/2025	Risk Based Inspection - Routine	0	0	0	0
American Legion Post 53	Hillsdale	12/04/2025	Risk Based Inspection - Routine	0	1	1	0
AMERICAN LEGION REC CLUB	QUINCY	12/03/2025	Risk Based Inspection - Routine	0	1	1	0
AMIGO CENTRE (Food)	Sturgis	12/18/2025	Risk Based Inspection - Routine	0	0	0	0
Amish Goodie Shop	Quincy	12/09/2025	STFU Inspection - Routine	0	0	0	0
Applebee's #8399	Three Rivers	12/30/2025	Risk Based Inspection - Routine	0	0	0	1
Arby's 8946	Sturgis	12/03/2025	Risk Based Inspection - Routine	0	0	0	0
Biggby Coffee #494	White Pigeon	12/11/2025	Non Foodborne Illness Complaint - Initial	0	0	0	0
CC & Company LLC	Bronson	12/05/2025	Risk Based Inspection - Routine	0	1	1	0
CHURCH OF THE NAZARENE	STURGIS	12/09/2025	Risk Based Inspection - Routine	0	0	0	1

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Clemens Food Group LLC	COLDWATER	12/23/2025	Risk Based Inspection - Routine	0	1	1	0
COLDWATER FREE METHODIST CHURCH	COLDWATER	12/15/2025	Risk Based Inspection - Routine	0	0	0	0
Colon United Methodist Church	Colon	12/23/2025	Progress Note - New Inspection Reason	0	0	0	0
COMMERCIAL SPORTS BAR	COLDWATER	12/11/2025	Risk Based Inspection - Routine	0	0	0	0
COTTAGE INN PIZZA	Hillsdale	12/09/2025	Risk Based Inspection - Routine	0	0	0	1
Cowboy Up	Mendon	12/26/2025	Progress Note - New Inspection Reason	0	0	0	0
Creative Dining Services Satellite Kitchen	Sturgis	12/01/2025	Pre-Opening - Pre-Opening	0	0	0	0
Dairy Queen	Sturgis	12/22/2025	Risk Based Inspection - Routine	0	0	0	1
Dawn's Cafe LLC	Colon	12/18/2025	Risk Based Inspection - Routine	0	0	0	0
Dickey's Barbeque Pit	Coldwater	12/17/2025	Risk Based Inspection - Routine	1	1	2	2
DOMINO'S PIZZA #1228	JONESVILLE	12/09/2025	Risk Based Inspection - Routine	0	0	0	0
EL Cunado Mexican Cuisine LLC	Coldwater	12/02/2025	Non Foodborne Illness Complaint - Initial	0	0	0	0
EL Cunado Mexican Cuisine LLC	Coldwater	12/02/2025	Risk Based Inspection - Routine	0	1	1	0
Farrand Hall Diner & Bakery	Three Rivers	12/03/2025	Pre-Opening - Pre-Opening	0	0	0	0
Farrand Hall Event Center	Colon	12/04/2025	Risk Based Inspection - Routine	0	0	0	0
FIRST BAPTIST CHURCH	COLDWATER	12/08/2025	Risk Based Inspection - Routine	2	0	2	1
FIRST UNITED METHODIST CHURCH	Three Rivers	12/01/2025	Risk Based Inspection - Routine	0	0	0	0
FIVE STAR PIZZA	BRONSON	12/08/2025	Risk Based Inspection - Routine	0	0	0	1
Healthies of Hillsdale	Hillsdale	01/05/2026	Risk Based Inspection - Routine	0	0	0	0
Hillsdale College Halter Center	Hillsdale	12/17/2025	Risk Based Inspection - Routine	0	0	0	0
Hillsdale County Senior Service Center	Hillsdale	12/03/2025	Risk Based Inspection - Routine	1	1	1	0
Hillside Lanes & Lane 17	Hillsdale	12/30/2025	Risk Based Inspection - Routine	1	0	1	0
Jay'z BBQ	STURGIS	12/04/2025	STFU Inspection - Routine	0	0	0	0
JEANNIE'S DINER	COLDWATER	12/23/2025	Risk Based Inspection - Routine	0	1	1	1
JONESVILLE FIRST PRESBYTERIAN CHURCH	JONESVILLE	12/04/2025	Risk Based Inspection - Routine	0	0	0	0
LakeHouse Three Rivers	Three Rivers	12/15/2025	Risk Based Inspection - Routine	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
Litchfield Fire Department	Litchfield	12/12/2025	Risk Based Inspection - Routine	0	0	0	0
LUIGI'S PIZZA	LITCHFIELD	12/12/2025	Risk Based Inspection - Routine	0	0	0	0
Magic Capital Grille LLC	Colon	12/18/2025	Risk Based Inspection - Routine	1	2	0	0
Main Street Smokehouse	Mendon	12/23/2025	Risk Based Inspection - Routine	0	0	0	1
MCDONALDS OF COLDWATER	COLDWATER	12/04/2025	Non Foodborne Illness Complaint - Initial	0	0	0	0
Mendon United Methodist Church	MENDON	12/23/2025	Progress Note - New Inspection Reason	0	0	0	0
Montgomery Community Center	Montgomery	12/12/2025	Risk Based Inspection - Routine	0	0	0	0
No. 1 Chinese Food	Three Rivers	12/09/2025	Progress Note - New Inspection Reason	0	0	0	0
No. 1 Chinese Food	Three Rivers	12/10/2025	Risk Based Inspection - Routine	0	0	0	0
Ole State Line Bar	White Pigeon	12/05/2025	Risk Based Inspection - Routine	1	0	1	3
Punjab Group Mendon Inc DBA Mendon Quick Stop	Mendon	12/23/2025	Risk Based Inspection - Routine	0	1	0	2
RIVER LAKE INN	Colon	12/16/2025	Risk Based Inspection - Routine	0	0	0	0
Sam's Place of TR	Three Rivers	12/12/2025	Risk Based Inspection - Routine	0	0	0	0
Side Street Beer Bar LLC	Coldwater	12/16/2025	Pre-Opening - Pre-Opening	0	0	0	0
Side Street Beer Bar LLC	Coldwater	12/19/2025	Pre-Opening - Pre-Opening	0	0	0	0
Smitty's Pizza & Subs, LLC	Bronson	12/05/2025	Risk Based Inspection - Routine	0	0	0	0
Somerset Center United Methodist Church	Jerome	01/05/2026	Risk Based Inspection - Routine	0	0	0	0
St Anthony's Catholic Church	HILLSDALE	12/22/2025	Risk Based Inspection - Routine	0	0	0	0
St Joseph County Commission on Aging - St. Joseph County Commision on Aging	Three Rivers	12/15/2025	Risk Based Inspection - Routine	0	0	0	1
St. Edward's Catholic Church	Mendon	12/17/2025	Risk Based Inspection - Routine	0	0	0	0
Starbucks Coffee #61499	Three Rivers	12/08/2025	Risk Based Inspection - Routine	0	0	0	0
STURGIS PIZZA HUT	STURGIS	12/22/2025	Risk Based Inspection - Routine	0	0	0	0
Subway @ 131	THREE RIVERS	12/08/2025	Risk Based Inspection - Routine	0	1	1	0
Subway @ Main	Three Rivers	12/22/2025	Risk Based Inspection - Routine	1	0	1	1
Subway @ Tolbert	Three Rivers	12/22/2025	Risk Based Inspection - Routine	0	1	0	0
Taqueria El Texano LLC	Three Rivers	12/01/2025	Risk Based Inspection - Follow-up	0	0	0	0

Name	Location	Date	Inspection Type/Reason	# of P	# of Pf	CDI	# of C
The Bronson Strike Zone	Bronson	12/04/2025	Risk Based Inspection - Routine	1	0	1	1
The Hope Cafe	Coldwater	12/04/2025	Risk Based Inspection - Routine	1	0	1	0
THE HUNT CLUB OF HILLSDALE	HILLSDALE	12/05/2025	Risk Based Inspection - Routine	1	0	0	0
The Joint...Smokin' Good Foods LLC	Hillsdale	12/12/2025	STFU Inspection - Routine	0	0	0	0
The Remedy Church	Reading	12/15/2025	Temporary Food Inspection - Routine	0	0	0	0
THE SALVATION ARMY	HILLSDALE	12/30/2025	Risk Based Inspection - Routine	0	0	0	0
The Stables	Quincy	01/02/2026	Risk Based Inspection - Routine	0	0	0	1
Three Rivers Young Adult Program	Three Rivers	12/08/2025	Progress Note - New Inspection Reason	0	0	0	0
Three Rivers Young Adult Program	Three Rivers	12/09/2025	Risk Based Inspection - Routine	0	1	1	0
Tibbits Opera Foundation & Arts Council Inc	Coldwater	12/22/2025	Temporary Food Inspection - Routine	0	0	0	0
Useless Creatures Brewing Co	Three Rivers	12/10/2025	Risk Based Inspection - Routine	0	0	0	0
WINGS ETC...	Sturgis	12/09/2025	Risk Based Inspection - Routine	0	0	0	2
YMCA CAMP EBERHART (Food)	Three Rivers	12/16/2025	Risk Based Inspection - Routine	0	0	0	0
ZHENG'S SUPER GRAND BUFFET	COLDWATER	12/03/2025	Risk Based Inspection - Routine	1	2	0	1
ZHENG'S SUPER GRAND BUFFET	COLDWATER	12/17/2025	Risk Based Inspection - Follow-up	0	0	0	0
ZHENG'S SUPER GRAND BUFFET	COLDWATER	12/29/2025	Risk Based Inspection - Follow-up	0	0	0	0
				<b>12</b>	<b>16</b>	<b>18</b>	<b>23</b>

## Food Inspection Codes

P-This indicates a priority violation which is a violation that includes a quantifiable measure to show control of hazards such as cooking, cooling, reheating and handwashing. It is in general terms a violation that can potentially lead directly to a foodborne illness.

Pf-This is a priority foundation violation which is a violation that supports a priority violation. For example, the lack of soap or towels at a handwash sink is a Pf. This supports the priority violation of not washing hands.

C- This is a core violation. This is an item that usually relates to general sanitation, operation controls and maintenance of facilities and equipment. Not cleaning floors is an example of a core violation.

CDI- This indicates a violation was observed during the inspection and was brought to the attention of the person in charge. At that time, the violation was corrected while the inspector was present at the facility.



**Enclosures:**

1. Services to Victims of Elder Abuse – 1<sup>st</sup> quarter FY2026 program report
2. Correspondence: dated 1/14/26, ACLS Bureau approved FY2025 final AIP budget

**Updates:**

1. Services to Victims of Elder Abuse Program Updates:
  - Victim Specialists continue to take referrals, serve victims/survivors and support each county's Interdisciplinary Team efforts.
  - FY2026 is already extremely busy with over 30 participants served as reflected in the program report that is attached.
  - We continue to plan the "Elder Justice Symposium" for law enforcement, first responders and community partners with key note speakers from the Prosecutors Association of MI and other notable experts. Surrounding agencies and partners will be invited. Securing a venue, in-kind, for 100 people has been challenging but we continue to make requests... our most recent inquiry is with St. Joseph County Sheriff's Office for the FOP Lodge in Centreville.
2. FY2026 Budget Update: Michigan AAA's are operating under a 4-month Statement of Grant Award, and our carry forward from last fiscal year was just finalized. Small steps... We remain hopeful a federal budget is passed soon!
3. Staff Introduction:  
It's my pleasure to introduce you to Denim Babcock, our new Nurse Care Consultant! Denim comes to us from more of an acute care & specialty background but she's falling right into place at the Area Agency on Aging. She began visiting participants in their homes on day 2 and I appreciate her open-mindedness, willingness to learn, and great positivity!
4. MI Options Updates:  
Our team provided nearly 70 hours & served more than 70 individuals with Medicare Counseling during open enrollment! Combine this with our COA partners time, volunteers and outreach and, as a region, we've served almost 400 people! Jane, our part-time outreach specialist, did decide to move on in late December. We have not posted the position at this time.  
Suzi is continuing to learn and is developing a planned outreach schedule for this year. This will include some special outreach events to share Medicare fraud and abuse education across both counties in our planning and service area. She applied for her first grant called "Senior Medicare Patrol". This SMP work and federal grant funding has been ongoing in Michigan and within our region for over 20 years, but the ACLS Bureau decided to re-bid it statewide. We requested the maximum amount (\$25,000) and outlined our intent to continue our collaborative efforts with each of our COA's, host education events at local community/senior centers, and develop materials to educate beneficiaries about Medicare waste, fraud and abuse. Once we are notified of our award, we'll proceed with the internal steps necessary to move forward, such as presentation to the Finance Committee and BOH for further action.



570 Marshall Road, Coldwater, MI 49036

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## Services to Victims of Elder Abuse Grant FY25-26 1st Quarter Report (St. Joseph County)

10/1/2025 to 12/31/2025

\*Types of Victimization & Services Provided are based on number of occurrences

\*Demographic Info is new clients only; all other categories include continuing clients

Office: (517) 278-2538

Toll Free (888) 615-8009

For additional information or questions please contact:

Toni Laughlin Ph: (517) 617-5592 Email: [laughlint@bhsj.org](mailto:laughlint@bhsj.org)

Wendy Nowicke Ph: (269) 501-2869 Email: [nowickew@bhsj.org](mailto:nowickew@bhsj.org)

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0	0	0
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	13	0	13
Female	10	0	10
Male	3	0	3
Vulnerable: Age 18-59	0	0	0
Elderly: Age 60 and Older	13	0	13
<b>New Clients Total</b>	<b>13</b>	<b>0</b>	<b>13</b>
<b>Continuing Clients</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Clients Served</b>	<b>13</b>	<b>0</b>	<b>13</b>

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	7	0	7
Disability	13	0	13
Homeless	4	0	4
LGBTQ	0	0	0
Veteran	1	0	1

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	4	0	4
Domestic or Family Violence	3	0	3
Elder Abuse or Neglect	13	0	13
Identity Theft/Fraud/Financial Crime	9	0	9
Physical Assault	3	0	3
Robbery/Burglary	0	0	0
Sexual Assault	3	0	3
Survivors of Homicide	0	0	0
Multiple Victimization	13	0	13

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	38	0	38
Referral to Other Services	24	0	24
Referral to Other Victim Services	0	0	0
Victim Notification	6	0	6

**Services to Victims of Elder Abuse Grant**  
**FY25-26 1st Quarter Report (St. Joseph County)**  
**Continued**

<b>Personal Advocacy</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	0	0
Individual Advocacy	76	0	76
Intervention with Person or Institutions	69	0	69
Law Enforcement Interview	0	0	0
Transportation	13	0	13

<b>Emotional Support or Safety Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Crisis Intervention	60	0	60
Emergency Financial Assistance	0		0

<b>Shelter/Housing Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Relocation Assistance	15	0	15
Transitional Housing	0	0	0

<b>Criminal Justice Assistance</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Criminal Advocacy	0	0	0
Law Enforcement Interview	0	0	0
Notification of Criminal Justice Event	10	0	10
Other Emergency Assistance	0	0	0
Personal Protective Order	0	0	0
Prosecution Interview	0	0	0
Restitution Assistance	29	0	29
Victim Impact Statement	0	0	0



570 Marshall Road, Coldwater, MI 49036

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## Services to Victims of Elder Abuse Grant FY25-26 1st Quarter Report (Branch County)

10/1/2025 to 12/31/2025

**\*Types of Victimization & Services Provided are based on number of occurrences**

**\*Demographic Info is new clients only; all other categories include continuing clients**

Office: (517) 278-2538

Toll Free (888) 615-8009

For additional information or questions please contact:

Toni Laughlin Ph: (517) 617-5592 Email: [laughlint@bhsj.org](mailto:laughlint@bhsj.org)

Wendy Nowicke I Ph: (517) 933-3070 Email: [nowickew@bhsj.org](mailto:nowickew@bhsj.org)

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0	0	0
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	16	0	16
Female	12	0	12
Male	6	0	6
Vulnerable: Age 18-59	2	0	2
Elderly: Age 60 and Older	16	0	16
<b>New Clients Total</b>	<b>18</b>	<b>0</b>	<b>18</b>
<b>Continuing Clients</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Clients Served</b>	<b>18</b>	<b>0</b>	<b>18</b>

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	2	0	2
Domestic or Family Violence	5	0	5
Elder Abuse or Neglect	15	0	15
Identity Theft/Fraud/Financial Crime	17	0	17
Physical Assault	1	0	1
Robbery/Burglary	4	0	4
Sexual Assault	0	0	0
Survivors of Homicide	0	0	0
Multiple Victimization	18	0	18

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	5	0	5
Disability	18	0	18
Homeless	1	0	1
LGBTQ	1	0	1
Veteran	3	0	3

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	0	0	0
Information about Criminal Justice	0	0	0
Referral to Other Services	0	0	0
Referral to Other Victim Services	0	0	0
Victim Notification	0	0	0

**Services to Victims of Elder Abuse Grant**  
**FY25-26 1st Quarter Report (Branch County)**  
**Continued**

<b>Personal Advocacy</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	0	0
Individual Advocacy	49	0	49
Intervention with Person or Institutions	61	0	61
Law Enforcement Interview	5	0	5
Transportation	16	0	16

<b>Emotional Support or Safety Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Crisis Intervention	37	0	37
Emergency Financial Assistance	3	0	3

<b>Shelter/Housing Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Relocation Assistance	6	0	6
Transitional Housing	0	0	0

<b>Criminal Justice Assistance</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Criminal Advocacy	0	0	0
Law Enforcement Interview	5	0	5
Notification of Criminal Justice Event	1	0	1
Other Emergency Assistance	10	0	10
Personal Protective Order	2	0	2
Prosecution Interview	0	0	0
Restitution Assistance	0	0	0
Victim Impact Statement	0	0	0



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## Services to Victims of Elder Abuse Grant FY25-26 1st Quarter Report (Both Counties)

10/1/2025 to 12/31/2025

**\*Types of Victimization & Services Provided are based on number of occurrences**

**\*Demographic Info is new clients only; all other categories include continuing clients**

Office: (517) 278-2538      Toll Free (888) 615-8009

For additional information or questions please contact:

Toni Laughlin      PH: (517) 617-5592      Email: [laughlint@bhsj.org](mailto:laughlint@bhsj.org)  
Wendy Nowicke      Ph: (269) 501-2869      Email: [nowickew@bhsj.org](mailto:nowickew@bhsj.org)

Demographics - New Clients	Total	Previous Qtr. Totals	YTD
Black/African-American	0	0	0
Hispanic/Latino	0	0	0
Caucasian/Non-Latino	29	0	29
Female	22	0	22
Male	9	0	9
Vulnerable: Age 18-59	2	0	2
Elderly: Age 60 and Older	29	0	29
<b>New Clients Total</b>	<b>31</b>	<b>0</b>	<b>31</b>
<b>Continuing Clients</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Clients Served</b>	<b>31</b>	<b>0</b>	<b>31</b>

Special Classification	Total	Previous Qtr. Totals	YTD
Deaf/Hard of Hearing	11	0	11
Disability	31	0	31
Homeless	5	0	5
LGBTQ	1	0	1
Veteran	4	0	4

Types of Victimization	Total	Previous Qtr. Totals	YTD
Arson	0	0	0
Bullying (Verbal, Cyber or Physical)	6	0	6
Domestic or Family Violence	8	0	8
Elder Abuse or Neglect	28	0	28
Identity Theft/Fraud/Financial Crime	26	0	26
Physical Assault	4	0	4
Robbery/Burglary	4	0	4
Sexual Assault	3	0	3
Survivors of Homicide	0	0	0
Multiple Victimization	31	0	31

Direct Services	Total	Previous Qtr. Totals	YTD
Crime Victims Compensation	2	0	2
Information about Criminal Justice	50	0	50
Referral to Other Services	100	0	100
Referral to Other Victim Services	3	0	3
Victim Notification	8	0	8

**Services to Victims of Elder Abuse Grant**  
**FY25-26 1st Quarter Report (Both Counties)**  
**Continued**

<b>Personal Advocacy</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Child/Dependent Assistance	0	0	0
Emergency Medical Care	0	0	0
Individual Advocacy	125	0	125
Intervention with Person or Institutions	130	0	130
Law Enforcement Interview	5	0	5
Transportation	29	0	29

<b>Emotional Support or Safety Services</b>		<b>Previous Qtr. Totals</b>	<b>YTD</b>
Crisis Intervention	97	0	97
Emergency Financial Assistance	3	0	3

<b>Shelter/Housing Services</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Relocation Assistance	21	0	21
Transitional Housing	0	0	0

<b>Criminal Justice Assistance</b>	<b>Total</b>	<b>Previous Qtr. Totals</b>	<b>YTD</b>
Criminal Advocacy	0	0	0
Law Enforcement Interview	5	0	5
Notification of Criminal Justice Event	11	0	11
Other Emergency Assistance	10	0	10
Personal Protective Order	2	0	2
Prosecution Interview	0	0	0
Restitution Assistance	29	0	29
Victim Impact Statement	0	0	0



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
LANSING

ELIZABETH HERTEL  
DIRECTOR

January 14, 2026

Rebecca Burns  
Health Officer  
Branch-St. Joseph Area Agency on Aging  
570 N. Marshall Road  
Coldwater, MI 49036

Dear Ms. Burns:

The Health Services, Bureau of Aging, Community Living, and Supports (ACLS Bureau), has reviewed Branch-St. Joseph Area Agency on Aging (Region IIIC AAA) final Area Plan Grant Budget for Fiscal Year (FY) 2025, dated December 23, 2025, for the following points:

- Mathematical accuracy.
- Reasonableness of costs.
- Agreement with amounts shown on the Statement of Grant Award.
- Match requirements.
- Services listed in the approved FY 2025 area plan.
- Program requirements (including evidence-based programs funded with Title III-D).

As a result of this review, your budget has been approved and supersedes all previous budgets for FY 2025.

If you have any questions, please contact your assigned Aging Network Support (ANS) Section Regional Aging Representative, Ashley Ellsworth, at [ellswortha2@michigan.gov](mailto:ellswortha2@michigan.gov) or 517-294-9680.

Sincerely,

Scott Werner, Director  
Operations & Aging Network Support Division

SW:ae

c: Tim Stoll, Board Chair, Region IIIC AAA  
Laura Sutter, AAA Director, Region IIIC AAA  
Amy Colletti, Manager, Financial Quality & Grant Support Section  
Jen Hunt, Manager, ANS Section  
Ashley Ellsworth, Regional Aging Representative, ANS Section

## **Personal Health and Disease Prevention: January 22, 2026**

**Heidi Hazel, BSN, RN**

### **Communicable Disease:**

Data from our regional epi's.

Here is a link to the new Respiratory Illness Dashboard: [Respiratory Illness Dashboard](#).

- 24.6% of Michigan Residents are vaccinated for Influenza
- 8.6% of Michigan Residents are vaccinated for COVID-19
- 43.5% of Michigan Residents 75+ are vaccinated for RSV

**Respiratory Illnesses:** As of January 9<sup>th</sup>, the Influenza Like Activity levels for Michigan are at the top of the scale, and considered "very high". Activity is expected to continue for several weeks, peaking in February.

Nationally, 17 influenza-associated pediatric deaths have been reported during the 2025-2026 influenza season. To date, no influenza-associated pediatric deaths have been confirmed in Michigan for this season.

The CDC estimates that approximately 7,400 deaths nationwide have occurred from influenza so far this season. The predominant strain continues to be Influenza A(H3N2). During the period of December 28<sup>th</sup> through January 3<sup>rd</sup>, 97% of reported influenza cases were influenza A, and of those subtyped, over 90% were identified as subclade K.

**Measles:** A new case was confirmed in an Oakland county resident on December 16. That makes 30 total confirmed measles cases reported in Michigan for 2025.

### **Immunizations/STD/HIV:**

Flu, COVID-19 and RSV vaccines are still available at all locations. Between September 1<sup>st</sup> and January 11<sup>th</sup>, the Local Health Department administered a total of 452 influenza vaccines across its locations. This total includes 153 high-dose influenza vaccines and 299 standard influenza vaccines.

Upcoming outreach efforts include participation in Project Connect on January 29<sup>th</sup>, where we will offer free influenza vaccinations, as well as vaccines billed through private insurance. We are also continuing monthly vaccination visits to the jails in Branch and St. Joseph County. These visits have been well received and have resulted in strong participation.

### **Women, Infant, and Children (WIC):**

The report detailing the WIC participation and food costs for Fiscal Year 2025 has been distributed. This report helps illustrate the economic impact of the WIC program in our community, showing how WIC benefits translate into dollars spent locally.

**Children's Special Health Care Services (CSHCS), Hearing/Vision and KOHA:**

CSHCS: In December, staff continued working on transferring all clients to the Nightingale Notes EMR system.

Hearing/Vision: Staff are completing rescreens and have begun scheduling Kindergarten Round-ups for the spring.

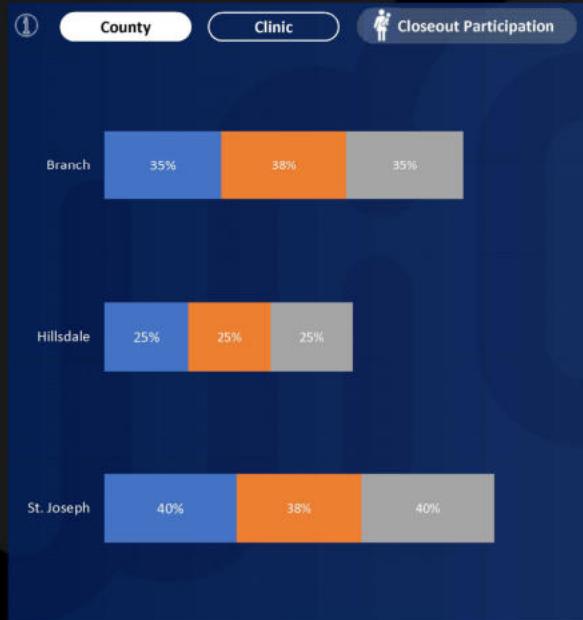
KOHA: Staff continue to educate families about the KOHA program. We have received a high number of opt-outs, which appears to be related to limited awareness or understanding of the program.

## WIC Participation and Food Costs: Branch-Hillsdale

Local Agency
Barry-E...
Bay
Benzie-...
Berrien
<b>Branch...</b>
CAA
Calhoun
Central ...
Chippewa
City of ...
Commu...
Delta-M...
Detroit

Fiscal...
2023
2024
<b>2025</b>



**Branch - Hillsdale - St. Joseph Community Health Agency**  
**Personal Health and Disease Prevention**

\*FYTD=Fiscal Year To Date

**Confirmed & Probable Case Totals**

	Dec-25				FYTD 2025-2026 (Oct-Sept)				FYTD 2024-2025 (Oct-Sept)			
	BR	HD	SJ	Total	BR	HD	SJ	Total	BR	HD	SJ	Total
Animal Bite/Rabies potential exposure	1	1	2	4	3	4	3	10	2	9	-	11
Blastomycosis	-	-	-	-	-	-	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-	-	-	-	-	-	-
Campylobacter	1	2	2	5	2	2	3	7	3	1	4	8
Chicken Pox	1	-	1	2	1	-	1	2	-	-	-	-
Chlamydia	8	6	11	25	19	13	38	70	13	24	59	96
Coccidioidomycosis	-	-	-	-	-	-	-	-	-	-	-	-
CRE Carbapenem Resistant Enterobac.	-	-	-	-	-	-	-	-	-	-	-	-
Dengue Fever	-	-	-	-	-	-	-	1	1	-	-	-
Giardiasis	-	-	-	-	1	-	-	1	-	-	1	1
Gonorrhea	2	-	3	5	5	-	14	19	2	3	12	17
H. Influenzae Disease - Inv.	-	1	-	1	-	1	-	1	-	1	1	2
Hepatitis B - Acute	-	-	-	-	-	-	-	-	-	-	2	2
Hepatitis B - Chronic	-	-	1	1	-	-	1	1	1	-	-	1
Hepatitis C - Acute	-	-	-	-	-	-	-	-	-	-	-	-
Hepatitis C - Chronic	-	-	3	3	-	2	8	10	-	3	3	6
Hepatitis C Unknown	-	-	-	-	-	-	-	-	-	-	-	-
Histoplasmosis	-	-	-	-	1	-	-	1	-	-	-	-
HIV/AIDS	-	-	-	-	1	-	-	1	1	-	-	1
Influenza	23	12	84	119	26	13	88	127	61	5	23	89
Latent TB	5	-	-	5	5	-	-	5	-	-	-	-
Legionellosis	-	-	-	-	-	-	-	-	1	-	-	1
Listeriosis	-	-	-	-	-	-	-	-	-	-	-	-
Lyme Disease	-	-	-	-	-	1	1	2	2	2	3	7
Measles	-	-	-	-	-	-	-	-	-	-	-	-
Menengitis - Aseptic	-	-	-	-	-	-	-	-	-	1	-	1
Menengitis - Bacterial	-	-	-	-	-	-	-	-	1	-	-	1
Meningococcal Disease	-	-	-	-	-	-	-	-	-	-	-	-
Mumps	-	-	-	-	-	-	-	-	-	-	-	-
Mycobacterium - Other	-	-	-	-	1	-	-	1	3	1	-	4
Norovirus	-	-	-	-	-	-	-	-	-	-	-	-
Novel Coronavirus	44	61	73	178	84	119	95	298	101	217	86	404
Pertussis	-	-	-	-	2	-	1	3	6	8	1	15
RSV	-	2	1	3								
Salmonellosis	-	1	-	1	4	1	2	7	1	-	2	3
Shiga Toxin-prod. (STEC)	-	-	-	-	-	1	-	1	-	1	-	1
Shigellosis	-	-	-	-	-	-	-	-	-	-	-	-
Shingles	-	-	1	1	-	-	1	1	-	-	1	1
Staphylococcus Aureus Infect.	-	-	-	-	-	-	-	-	-	-	-	-
Strep Invasive Gp A	-	-	-	-	-	-	-	-	1	-	-	1
Strep Pneumonia Inv Ds.	2	-	2	4	2	-	3	5	-	1	-	1
Syphilis - Primary	-	-	-	-	-	-	-	-	-	-	3	3
Syphilis - Secondary	-	-	-	-	-	-	1	-	1	1	-	2
Syphilis To Be Determined	1	-	1	2	3	-	1	4	-	3	7	10
Trichinosis	-	-	-	-	-	-	-	-	-	-	-	-
Tuberculosis	-	-	-	-	1	-	-	1	-	2	-	2
Unusual Outbreak/Occurrence	-	-	-	-	-	-	-	1	1	-	-	-
VZ Infection, Unspecified	-	1	-	1	-	4	1	5	-	1	-	1
Yersinia Enteritis	-	-	-	-	-	-	-	-	-	1	1	2

**Branch - Hillsdale - St. Joseph Community Health Agency**  
**Personal Health and Disease Prevention**

**Dec-25**      **YTD**      **2025-2026**      **YTD**      **2024-2025**

	Dec-25					YTD					2025-2026					YTD				
	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total	BR	HD	ST	TR	Total
<b>CHILD IMMUNIZATIONS</b>																				
# Vaccines Given CHA	122	101	47	35	<b>305</b>	304	361	215	218	<b>1,098</b>	1,259	696	120	1,175	<b>3,250</b>					
All VFC Doses Given	698	248	-	470	<b>1,416</b>	1,751	843	-	2,061	<b>4,655</b>	1,692	928	157	1,322	<b>4,099</b>					
Waivers	8	5	-	8	<b>21</b>	38	53	14	39	<b>144</b>	44	50	6	44	<b>144</b>					
<b>ADULT IMMUNIZATIONS</b>																				
# Vaccines Given CHA	48	10	31	103	<b>192</b>	291	71	74	244	<b>680</b>	137	63	42	38	<b>280</b>					
All AVP Doses Given	41	8	-	89	<b>138</b>	180	69	-	198	<b>447</b>	224	82	14	71	<b>391</b>					
<b>COMMUNICABLE DISEASE</b>																				
TB Tests Done	1	3	-	1	<b>5</b>	17	16	-	8	<b>41</b>	14	19	-	9	<b>42</b>					
STD treatments	-	-	-	6	<b>6</b>	2	5	-	22	<b>29</b>	3	3	-	36	<b>42</b>					
HIV Testing	-	2	-	14	<b>16</b>	-	6	-	29	<b>35</b>	2	7	-	27	<b>36</b>					
<b>ENROLLMENTS</b>																				
Medicaid & Michild	-	-	-	-	-	2	-	-	-	<b>2</b>	6	1	-	-	<b>7</b>					
<b>REFERRAL SERVICE</b>																				
MCDC Referrals	1	3	10	24	<b>38</b>	13	12	60	72	<b>157</b>	14	6	36	45	<b>101</b>					
MIHP referrals	-	-	15	35	<b>50</b>	6	-	89	104	<b>199</b>	1	-	145	178	<b>324</b>					
<b>Hearing Screens</b>																				
Pre-school	32	13	-	7	<b>52</b>	204	13	-	151	<b>368</b>	199	82	-	64	<b>345</b>					
School Age	434	46	-	138	<b>618</b>	907	629	-	974	<b>2,510</b>	556	665	619	285	<b>2,125</b>					
<b>Vision Screens</b>																				
Pre-school	32	6	-	2	<b>40</b>	135	7	-	135	<b>277</b>	189	80	-	54	<b>323</b>					
School Age	367	143	-	309	<b>819</b>	1,337	1,097	-	1,228	<b>3,662</b>	738	846	-	1,229	<b>2,813</b>					
<b>Children's Special Health Care Services</b>																				
Diagnostics	-	1	-	-	<b>1</b>	2	5	-	-	<b>7</b>	5	2	-	-	<b>7</b>					
Assessments-Renewal	21	24	-	14	<b>59</b>	57	80	-	76	<b>213</b>	68	75	-	81	<b>224</b>					
Assessments-New	4	4	-	6	<b>14</b>	10	16	-	20	<b>46</b>	24	20	-	8	<b>52</b>					
<b>OTHER</b>																				
Leads completed	16	12	2	2	<b>32</b>	16	12	2	2	<b>32</b>	-	-	-	-	<b>-</b>					
Leads >3.5	2	5	-	-	<b>7</b>	2	5	-	-	<b>7</b>	-	-	-	-	<b>-</b>					

## State Participation/Enrollment Ratio [2]:

Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Curr Year P/E Ratio (last 12 months)
96.3%	96.5%	96.5%	96.1%	96.3%	96.3%

Months	Enrollment [3]	Initial Participation [4]	Closeout Participation [5]	% Change in Participation [6]	Participation/Enrollment Ratio[2]
Oct / 2024	4,449	4,160	4,195		93.50%
Nov / 2024	4,450	4,161	4,211	0.38%	93.51%
Dec / 2024	4,441	4,138	4,191	-0.47%	93.18%
Jan / 2025	4,461	4,153	4,198	0.17%	93.10%
Feb / 2025	4,373	4,079	4,127	-1.69%	93.28%
Mar / 2025	4,326	4,060	4,106	-0.51%	93.85%
Apr / 2025	4,332	4,099	4,122	0.39%	94.62%
May / 2025	4,304	4,015	4,062	-1.46%	93.29%
Jun / 2025	4,278	4,012	4,044	-0.44%	93.78%
Jul / 2025	4,277	4,073	4,091	1.16%	95.23%
Aug / 2025	4,246	4,027	4,048	-1.05%	94.84%
Sep / 2025	4,238	4,028	4,058	0.25%	95.04%
Oct / 2025	4,223	4,049	4,060	0.05%	95.88%
Nov / 2025	4,176	3,976	4,009	-1.26%	95.21%
Dec / 2025	4,099	3,901	(est[7]) 4,000		95.17%
Jan / 2026	0	0	(est[7]) 3,951		
Feb / 2026	0	0	0		
Mar / 2026	0	0	0		
Apr / 2026	0	0	0		
May / 2026	0	0	0		
Jun / 2026	0	0	0		
Jul / 2026	0	0	0		
Aug / 2026	0	0	0		
Sep / 2026	0	0	0		

Total (Year to date)	12,498	11,926	8,069		
Curr Year Avg	4,166	3,975	4,035	296.15%	94.21%
Months with Count	3	3	2	2	3
Average to Base %[8]		0.0%	0.00%		
Last yrs Base % [9]		105.5%	106.46%		
Last yrs Average	4,348	4,084	4,121		93.92%

Estimated average participation for current year to date:

4,005

Funding Allocation Information

Actual average monthly participation current year to date [10]:

4,035

Total Funding Allocation: \$0

Assigned Funding Participation Count [11]:

Current Yr Base:

0

Previous Yr Base:

3,871

- [1] **Caseload:** The term used to refer to the number of clients being served in a given time. This is comprised of both enrollment and participation.
- [2] **Participation/Enrollment Ratio:** The number of clients participating divided by the number enrolled.
- [3] **Enrollment:** Number of clients certified to receive benefits in the given month. Final counts available for the month that just ended.
- [4] **Initial Participation:** Number of clients receiving benefits at the beginning of the month. Comparison between this and the closeout participation is indicative of the number of participants added over the course of the month. This can be used to inform staff of participation numbers at the start of the month and enable them to proactively improve participation before it is finalized.
- [5] **Closeout Participation:** Final number of clients who received benefits for the given month. Finalized approx. 5 weeks after the month ends.
- [6] **% Change in Participation:** The % difference in closeout participation when compared to the previous month.
- [7] **est:** It is the estimated participation for the given month. This is available prior to the closeout participation being available. It is a calculated value based on prior months' participation. **NOTE:Last two non 0 values are "Estimates"**
- [8] **Average to Base %:** Compares the current year average participation to the current year base.
- [9] **Last yrs Base %:** Compares last year's average participation to the last year base.
- [10] **Actual Avg. Part. For current year to date:** It is an average that includes the participation counts for all months in the current year where participation has been finalized.
- [11] **Assigned Funding Participant Count:** The value used in the calculation to determine the funding allocated to the local agency for the fiscal year. For additional details, refer to your agency's annual funding allocation letter.

**Branch-Hillsdale-St Joseph Community Health Agency**

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2025 Through 12/31/2025

Payee	Check Amount	Check Number	Effective Date
Abila	2,268.23	25.12.26 A.01	12/26/2025
Accident Fund	3,379.25	25-12-12 P.01	12/12/2025
ACD.NET	599.00	55031	12/12/2025
Action Quick Print Plus	804.00	25-12-12 A.01	12/12/2025
Action Quick Print Plus	129.00	25.12.26 A.02	12/26/2025
Aflac District Office	450.53	25.12.05 PR.01	12/5/2025
Aflac District Office	450.53	25.12.19 PR.01	12/19/2025
Alert Medical Alarms	399.30	55032	12/12/2025
Alerus Retirement Solutions	3,456.00	25.12.05 R.01	12/5/2025
Alerus Retirement Solutions	3,456.00	25.12.19 R.01	12/19/2025
Amazon Capital Services, Inc	180.56	25-12-12 P.02	12/12/2025
Amazon Capital Services, Inc	153.61	25.12.26 P.01	12/26/2025
Angela Shedd	1,532.00	25-12-12 A.02	12/12/2025
Angela Shedd	770.40	25.12.26 A.03	12/26/2025
Barbara Krzyzanski	26.25	25-12-12 A.03	12/12/2025
Barbara Krzyzanski	166.25	25.12.26 A.04	12/26/2025
Barbara P. Foley	46.16	55029	12/5/2025
Barbara P. Foley	46.16	55039	12/19/2025
Beacon Properties Administration	4,533.45	25.12.26 A.05	12/26/2025
Branch Area Transit Authority	1,767.78	25-12-12 A.04	12/12/2025
Branch County Commission	40,417.60	25-12-12 A.05	12/12/2025
Branch County Complex	9,311.14	25.12.26 A.06	12/26/2025
Brooke Vanderpuyl	28.31	55041	12/26/2025
Candy Cox	3.00	55042	12/26/2025
Card Services Center	363.41	25.12.26 P.02	12/26/2025
CDW GOVERNMENT INC.	4,451.94	25-12-12 A.06	12/12/2025
Century Bank - Hillsdale Maintenance	2,000.00	25.12.26 A.07	12/26/2025
Century Bank - Three Rivers Maintenance	2,000.00	25.12.26 A.08	12/26/2025
Century Basic	919.09	25.12.05 R.02	12/5/2025
Century Basic	982.15	25.12.19 R.02	12/19/2025
Century EFTPS	27,866.89	25.12.05 R.03	12/5/2025
Century EFTPS	31,812.65	25.12.19 R.03	12/19/2025
Century Mastercard	302.96	25-12-12 P.03	12/12/2025
Century MERS	59,196.27	25-12-12 A.07	12/12/2025
Century State/Michigan State Treasury	10,912.48	25.12.19 R.04	12/19/2025
Cintas Corporation Loc 351	141.08	25-12-12 P.04	12/12/2025
City of Jonesville	320.00	25.12.26 A.09	12/26/2025
ConnectAmerica	190.00	25-12-12 A.08	12/12/2025
CSHCS	240.00	55033	12/12/2025
Current Office Solutions	344.00	25.12.26 A.10	12/26/2025
DELTA DENTAL	4,596.34	25.12.26 A.11	12/26/2025
DiningRD	2,297.48	25-12-12 A.09	12/12/2025
DL Gallivan Office Solutions	492.02	55043	12/26/2025
GDI Services Inc.	4,536.86	25.12.26 A.12	12/26/2025
Glaxo-Smithkline Financial Inc.	251.29	25.12.26 A.13	12/26/2025
Health Equity	2,309.31	25.12.05 PR.02	12/5/2025
Health Equity	2,485.89	25.12.19 PR.02	12/19/2025
Hedgerow Software US, Inc.	13,000.00	25-12-12 A.10	12/12/2025
Helping Angels Home Care LLC	2,017.36	25-12-12 A.11	12/12/2025
Hillsdale Board Of Public Utilities	2,404.37	25.12.26 P.03	12/26/2025
Hillsdale County Treasurer	684.00	25-12-12 A.12	12/12/2025

**Branch-Hillsdale-St Joseph Community Health Agency**

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2025 Through 12/31/2025

Payee	Check Amount	Check Number	Effective Date
Home Roots Companion & Home Care Services LLC	53.44	25-12-12 A.13	12/12/2025
HomeJoy of Kalamazoo	1,938.47	25-12-12 A.14	12/12/2025
Hospital Network Healthcare Services	194.25	25-12-12 A.15	12/12/2025
Indiana MI Power Company	1,356.90	25-12-12 P.05	12/12/2025
Indiana State Tax	2,328.06	25.12.19 R.06	12/19/2025
Laboratory Corporation of America	439.90	25.12.26 A.14	12/26/2025
Laura Sutter	136.63	55034	12/12/2025
Legal Services Of S.Central MI	1,470.00	25-12-12 A.16	12/12/2025
LHD Academy of Science LLC	1,000.00	55035	12/12/2025
MALEHA	50.00	55044	12/26/2025
Maplecrest, LLC	1,361.77	25.12.26 A.15	12/26/2025
McKesson Medical-Surgical Gov. Solutions LLC	336.02	25-12-12 P.06	12/12/2025
McKesson Medical-Surgical Gov. Solutions LLC	2,019.20	25.12.26 P.04	12/26/2025
Medical Care Alert	491.60	25-12-12 A.17	12/12/2025
Merck Sharp & Dohme LLC	5,724.33	55045	12/26/2025
Meridian Complete	10.03	55046	12/26/2025
MERS 5% EMPLOYEES	11,762.17	25-12-12 A.18	12/12/2025
MI Municipal Risk Management Authority	11,218.75	25.12.26 A.16	12/26/2025
Michigan Association for Local Public Health	50.00	55036	12/12/2025
Michigan Public Health Institute	6,161.33	55037	12/12/2025
Michigan State Disbursement Unit	190.11	55030	12/5/2025
Michigan State Disbursement Unit	190.11	55040	12/19/2025
Michigan State University	100.00	55047	12/26/2025
Michigan State University	680.00	55048	12/26/2025
National Registry of Food Safety Professionals	214.95	55049	12/26/2025
Nationwide	610.00	25.12.05 R.04	12/5/2025
Nationwide	610.00	25.12.19 R.07	12/19/2025
Olivia Jacobs	125.00	25.12.26 A.17	12/26/2025
PFIZER INC	1,418.41	55050	12/26/2025
Pitney Bowes Inc.	483.30	25.12.26 P.05	12/26/2025
Principal Life Insurance Company	1,905.49	25.12.26 P.06	12/26/2025
ProAssurance Indemnity Company, Inc	791.00	25.12.26 P.07	12/26/2025
Promedica	86.27	55051	12/26/2025
R&S Northeast LLC	107.35	25.12.26 A.18	12/26/2025
Reserve Account	3,000.00	25-12-12 A.19	12/12/2025
Richard Clark	2,350.00	25.12.26 A.19	12/26/2025
Riley Pumpkin Farm	2,010.00	25.12.26 A.20	12/26/2025
RJB Heating & Cooling	250.00	55038	12/12/2025
ROSE PEST SOLUTIONS	86.00	25-12-12 A.20	12/12/2025
Ryan Stell	65.00	55052	12/26/2025
Sanofi Pasteur Inc.	1,447.00	25.12.26 P.08	12/26/2025
Shred It	120.00	25-12-12 P.07	12/12/2025
St Joseph County COA	47,470.73	25-12-12 A.21	12/12/2025
St Joseph County Transit Authority	3,455.92	25-12-12 A.22	12/12/2025
Staples	1,165.56	25-12-12 P.08	12/12/2025
State Of Michigan	186.00	55053	12/26/2025
State of Michigan-Dept	11.50	55054	12/26/2025
State of Michigan-Dept	69.00	55055	12/26/2025

**Branch-Hillsdale-St Joseph Community Health Agency**

Check/Voucher Register - Check Register for BOH

00103 - Cash - Accounts Payable

From 12/1/2025 Through 12/31/2025

<u>Payee</u>	<u>Check Amount</u>	<u>Check Number</u>	<u>Effective Date</u>
Stratus Video, LLC	2,100.66	25-12-12 A.23	12/12/2025
TelNet Worldwide	1,760.12	25-12-12 A.24	12/12/2025
Toledo Radiological	33.00	55056	12/26/2025
Verdant Commercial Capital	1,322.75	25.12.26 P.09	12/26/2025
Verizon	1,771.22	25-12-12 P.09	12/12/2025
VRI INC.	54.00	25-12-12 A.25	12/12/2025
Western Michigan Health Insurance Pool Trust	53,529.24	25.12.26 P.10	12/26/2025
Report Total	429,364.89		

Branch-Hillsdale-St Joseph Community Health Agency  
Balance Sheet - Unposted Transactions Included In Report

As of 11/30/2025

Current Period Balance

**Assets**

Cash on Hand	16,802.71
Cash with County Treasurer	3,629,880.97
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	60,450.00
Cash TR Building Maintenance	85,049.40
Accounts Receivable	94,378.88
Due from Dental DAPP	1,275.67
Due from State	(31,518.32)
Due from Other Funding Sources	184,422.94
Prepaid Expenses	196,281.75
Biologic Inventory	168,537.46
<b>Total Assets</b>	<b>4,715,517.40</b>

**Liabilities**

Accounts Payable	212,054.82
Payroll Liabilities	155,280.53
Deferred Revenue	166,834.44
Deferred Revenue BR	19,155.08
Deferred Revenue HD	20,204.50
Deferred Revenue SJ	26,914.67
Biologics	168,537.46
<b>Total Liabilities</b>	<b>768,981.50</b>

**Net Assets**

Operation Fund Balance	473,891.88
Restricted Fund Balance	450,673.86
Designated Fund Balance	3,021,970.16
<b>Total Net Assets</b>	<b>3,946,535.90</b>

**Total Liabilities and Net Assets**

**4,715,517.40**

BHSJ Community Health Agency  
Schedule of Cash Receipts and Disbursements

October 1, 2025 thru

September 30, 2026

Plus: Cash Receipts	\$628,471.27
Less: Cash Disbursements For Payroll/AP	\$ (772,650.24)
<b>10/31/2025 Cash Balance</b>	<b>\$ 3,970,394.32</b>
Plus: Cash Receipts	\$633,432.70
Less: Cash Disbursements For Payroll/AP	\$ (663,990.11)
<b>11/30/2025 Cash Balance</b>	<b>\$ 3,939,836.91</b>

**12 Month Grants Should be 16.67% Expended.**

	Current Month	Year to Date	Total Budget Final	Total Expended
286 HEP Special Projects Grant ended October 31, 2025	111.58	6,143.01	7,825.00	78.50%
325 CSHCS The budget for 325 must be fully expended before using 112. Therefore, these budgets must be looked at together. When looking at these 2 budgets together they are within budget at 16.02%.	25,718.23	56,230.10	222,409.00	25.28%
255 Community Health Direction Over budget, but should come back in line as the year progresses and work begins in other grants that do not run the entire year.	15,705.47	34,373.41	150,000.00	22.91%
345 Lead Testing Over budget due to purchase of supplies. Should come back in line as the year progresses.	(407.14)	3,564.42	18,587.08	19.17%
138 Immunization IAP Over budget due to increased staff time and training costs. We will continue to monitor and may adjust in an upcoming amendment.	103,016.22	228,946.01	1,241,274.14	18.44%
714 Onsite Sewage Disposal Slightly over budget. Will monitor the situation.	40,450.53	82,321.29	453,386.22	18.15%
025 PH Workforce & Infrastructure Over budget due to the final payment for the Hillsdale building exterior renovation. This will come in line as the year	35,102.56	35,102.56	193,690.19	18.12%
207 MCRH Community Health Workers Over budget due to increased staff time. Amendment #1 should address the issue, but we will continue to monitor.	9,622.51	20,170.04	111,616.50	18.07%
721 Drinking Water Supply Slightly over budget. Will monitor the situation.	36,393.49	76,715.82	426,983.30	17.96%
326 Vision (ELPHS) Within budget - 9 Month program should be expended at	11,120.67	23,023.26	135,503.55	16.99%
327 Hearing (ELPHS) Within budget - 9 Month program should be expended at	11,832.48	23,152.20	136,663.22	16.94%
010 Agency Support Over budget due to change in where communications charges are posted. This will be addressed in Budget Amendment #1.	2,852.64	28,354.68	169,577.00	16.72%
329 MCH Enabling Children	7,867.41	15,734.83	94,409.00	16.66%
720 EH- Complaints	528.11	1,634.62	9,848.84	16.59%
021 Dental Clinic - Three Rivers	4,533.45	9,066.90	55,582.20	16.31%
745 Type II Water	16,874.52	34,279.59	220,406.96	15.55%
109 WIC	86,040.44	174,348.27	1,128,708.67	15.44%
014 VOCA	14,687.05	31,414.98	205,743.00	15.26%
717 EGLE Swiming Pools	659.89	2,446.56	16,402.90	14.91%
704 Food Service	43,079.79	87,924.19	591,869.78	14.85%
106 MI Options	14,702.21	30,329.14	205,533.27	14.75%

## Branch-Hillsdale-St Joseph Community Health Agency

Statement of Revenues and Expenditures - Original Budget - Expense By Program - Summary Unposted Transactions Included In Report  
 From 11/1/2025 - 11/30/2025

338 Immunization Vaccine Handling	6,017.50	13,209.51	89,998.89	14.67%
012 Area Agency on Aging	126,407.62	195,573.84	1,344,429.90	14.54%
331 STD	12,652.69	23,911.54	169,803.12	14.08%
032 Emergency Preparedness	12,723.97	26,449.33	187,892.73	14.07%
341 Infectious Disease	30,549.48	64,121.27	467,314.60	13.72%
101 Workforce Development	6,340.52	6,840.13	51,080.39	13.39%
605 General EH Services	2,650.35	5,628.28	42,317.13	13.30%
108 WIC Breastfeeding	7,034.24	17,154.02	129,455.83	13.25%
107 Medicaid Outreach	1,012.69	2,136.37	18,237.64	11.71%
029 Dental Clinic - Hillsdale	627.17	1,332.03	12,000.00	11.10%
405 Grant Writing	231.69	348.12	3,371.77	10.32%
202 Oral Health	4,845.78	7,791.62	91,374.33	8.52%
024 MERS Pension Underfunded Liability	3,330.91	3,330.91	44,590.00	7.47%
715 EGLE Long-Term Monitoring	70.61	196.34	5,225.22	3.75%
015 Local Expenses - Unallowable by Grants	925.56	1,566.80	42,759.52	3.66%
097 CSHCS Donations BR HD	822.99	822.99	22,826.00	3.60%
096 CSHCS Donations SJ	1,364.76	1,482.76	41,360.84	3.58%
008 Salary & Fringe Payoff	1,706.34	2,302.40	80,000.00	2.87%
205 OHSP Grant	1,610.59	2,586.47	109,117.84	2.37%
722 PFAS Response	0.00	43.15	2,038.35	2.11%
723 PFAS Response - White Pigeon	35.70	153.43	8,738.35	1.75%
716 EGLE Campgrounds	0.00	290.61	22,740.68	1.27%
719 Body Art	0.00	80.49	6,437.69	1.25%
724 PFAS - Westside Landfill	32.09	51.05	7,426.71	0.68%
035 Vector Borne Disease Surveillance	46.88	46.88	57,526.05	0.08%
112 CSHCS Medicaid Outreach	0.00	0.00	128,690.57	0.00%
212 Medical Marijuana BR	0.00	0.00	19,911.81	0.00%
230 Medical Marijuana HD	0.00	0.00	11,901.20	0.00%
275 Medical Marijuana SJ	0.00	0.00	9,701.20	0.00%
332 HIV Prevention	2,431.02	4,716.64	0.00	0.00%
718 EGLE Septage	0.00	0.00	5,987.69	0.00%
<b>Total Expense</b>	<b>703,963.26</b>	<b>1,387,442.86</b>	<b>9,030,275.87</b>	<b>15.36%</b>

**The Agency is currently 1.30% under budget.**

Branch-Hillsdale-St Joseph Community Health Agency  
 Balance Sheet - Unposted Transactions Included In Report

As of 12/31/2025

Current Period Balance

Assets

Cash on Hand	13,912.70
Cash with County Treasurer	3,611,011.11
Community Foundation Grant	309,955.94
Cash HD Building Maintenance	62,450.00
Cash TR Building Maintenance	87,049.40
Accounts Receivable	77,182.74
Due from Dental DAPP	1,275.67
Due from State	168,962.41
Due from Other Funding Sources	164,477.16
Prepaid Expenses	194,670.76
Biologic Inventory	162,580.13
Total Assets	4,853,528.02

Liabilities

Accounts Payable	186,917.87
Payroll Liabilities	350,192.40
Deferred Revenue	303,565.32
Biologics	162,580.13
Total Liabilities	1,003,255.72

Net Assets

Operation Fund Balance	382,520.61
Restricted Fund Balance	445,781.53
Designated Fund Balance	3,021,970.16
Total Net Assets	3,850,272.30

Total Liabilities and Net Assets	4,853,528.02
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BHSJ Community Health Agency  
Schedule of Cash Receipts and Disbursements

October 1, 2025 thru

September 30, 2026

Plus: Cash Receipts \$628,471.27

Less: Cash Disbursements For Payroll/AP \$ (772,650.24)

**10/31/2025 Cash Balance** \$ 3,970,394.32

Plus: Cash Receipts \$633,432.70

Less: Cash Disbursements For Payroll/AP \$ (663,990.11)

**11/30/2025 Cash Balance** \$ 3,939,836.91

Plus: Cash Receipts \$620,491.36

Less: Cash Disbursements For Payroll/AP \$ (639,361.22)

**12/31/2025 Cash Balance** \$ 3,920,967.05

**12 Month Grants Should be 25% Expended. 9 Month Grants Should be 33.33% Expended.**

	Current Month	Year to Date	Total Budget Amendment 1	Total Expended
286 HEP Special Projects Grant ended October 31, 2025	0.00	6,107.28	12,455.00	49.03%
325 CSHCS The budget for 325 must be fully expended before using 112. Therefore, these budgets must be looked at together. They are slightly over budget at 26.56% due to one-time H SA contribution. Will level out as the year progresses.	37,903.64	94,133.74	222,409.00	42.32%
255 Community Health Direction Over budget, but should come back in line as the year progresses and work begins in other grants that do not run the entire year.	24,698.89	59,036.57	150,000.00	39.35%
032 Emergency Preparedness Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	17,153.35	43,602.68	139,756.63	31.19%
327 Hearing (ELPHS) Within budget - 9 Month program should be expended at	15,170.12	38,322.32	123,552.25	31.01%
138 Immunization IAP Over budget due to increased staff time, training costs, and one-time H S A contribution. Should come back in line as the year progresses.	127,515.86	356,461.87	1,175,295.07	30.32%
714 Onsite Sewage Disposal Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	58,035.64	140,356.93	478,127.44	29.35%
721 Drinking Water Supply Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	49,143.57	125,859.39	446,323.69	28.19%
326 Vision (ELPHS) Within budget - 9 Month program should be expended at	10,097.03	33,120.29	122,378.71	27.06%
014 VOCA Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	22,618.51	54,033.49	205,743.00	26.26%
109 WIC Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	113,471.03	287,819.30	1,097,936.39	26.21%
745 Type II Water Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	22,461.17	56,740.76	222,027.00	25.55%
717 EGLE Swiming Pools Slightly over budget due to one-time H SA contribution. Will level out as the year progresses.	4,368.48	6,815.04	26,812.13	25.41%
704 Food Service	57,759.61	145,683.80	584,971.73	24.90%
101 Workforce Development	5,278.81	12,118.94	48,972.39	24.74%
021 Dental Clinic - Three Rivers	4,533.45	13,600.35	55,582.20	24.46%
012 Area Agency on Aging	114,107.11	309,680.95	1,321,723.00	23.43%

Branch-Hillsdale-St Joseph Community Health Agency  
 Statement of Revenues and Expenditures - Amend 1 - Expense By Program - Summary Unposted Transactions Included In Report  
 From 12/1/2025 - 12/31/2025

	Current Month	Year to Date	Total Budget	Total
			Amendment 1	Expended
008 Salary & Fringe Payoff	16,409.53	18,711.93	80,000.00	23.38%
207 MCRH Community Health Workers	12,437.98	32,608.02	140,082.73	23.27%
341 Infectious Disease	40,988.01	105,109.28	455,665.44	23.06%
331 STD	18,807.66	42,719.20	193,166.10	22.11%
720 EH- Complaints	670.25	2,304.87	10,822.45	21.29%
345 Lead Testing	4,885.45	8,449.87	39,725.50	21.27%
029 Dental Clinic - Hillsdale	1,132.52	2,464.55	12,000.00	20.53%
605 General EH Services	3,626.04	9,254.32	46,236.45	20.01%
329 MCH Enabling Children	3,152.92	18,887.75	94,409.00	20.00%
108 WIC Breastfeeding	9,383.23	26,537.25	134,466.51	19.73%
106 MI Options	14,047.26	44,376.40	237,877.50	18.65%
107 Medicaid Outreach	1,068.20	3,204.57	17,529.48	18.28%
025 PH Workforce & Infrastructure	0.00	35,102.56	193,725.06	18.11%
338 Immunization Vaccine Handling	7,342.64	20,552.15	114,296.82	17.98%
024 MERS Pension Underfunded Liability	0.00	3,330.91	22,590.00	14.74%
405 Grant Writing	351.49	699.61	4,755.84	14.71%
010 Agency Support	13,646.62	42,001.30	320,280.00	13.11%
202 Oral Health	2,997.62	10,789.24	82,654.39	13.05%
723 PFAS Response - White Pigeon	126.61	280.04	2,662.72	10.51%
722 PFAS Response	155.22	198.37	2,060.36	9.62%
715 EGLE Long-Term Monitoring	105.36	301.70	4,920.70	6.13%
205 OHSP Grant	2,872.22	5,458.69	106,432.71	5.12%
724 PFAS - Westside Landfill	84.36	135.41	2,880.36	4.70%
097 CSHCS Donations BR HD	165.74	988.73	22,826.00	4.33%
096 CSHCS Donations SJ	0.00	1,482.76	41,360.84	3.58%
015 Local Expenses - Unallowable by Grants	512.38	2,079.18	62,829.73	3.30%
716 EGLE Campgrounds	0.00	290.61	18,869.17	1.54%
719 Body Art	0.00	80.49	6,701.95	1.20%
035 Vector Borne Disease Surveillance	76.25	123.13	58,080.93	0.21%
023 Capital Expenditures	0.00	0.00	53,000.00	0.00%
112 CSHCS Medicaid Outreach	0.00	0.00	132,000.41	0.00%
212 Medical Marijuana BR	0.00	0.00	18,886.23	0.00%
230 Medical Marijuana HD	0.00	0.00	11,026.17	0.00%
275 Medical Marijuana SJ	0.00	0.00	7,390.17	0.00%
332 HIV Prevention	2,300.58	7,017.22	0.00	0.00%
718 EGLE Septage	0.00	0.00	6,251.95	0.00%
Total Expense	841,590.95	2,229,033.81	9,192,529.30	24.25%

**The Agency is currently .75% under budget.**

**BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY**  
**BY-LAWS for Board of Health**

**ARTICLE I. NAME**

The Boards of Commissioners of the Counties of Branch, Hillsdale and St. Joseph under Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415, have established a District Health Department, which is hereinafter called the Community Health Agency.

**ARTICLE II. OBJECTIVES**

**Section 1.** These by-laws are subject to the Intergovernmental Agreement between Branch, Hillsdale and St. Joseph counties which governs in the case of inconsistencies.

**Section 2.** The primary purpose of this organization is to provide the necessary policies and administrative controls for Branch, Hillsdale and St. Joseph Counties to strengthen and enforce health regulations, and to improve the quality of public health services to the people residing in this health jurisdiction.

**ARTICLE III. MEMBERS**

The governing body of the Community Health Agency shall be the Board of Health, hereinafter called the Board. The Board shall be composed of representatives from the respective counties' Boards of Commissioners, who are current county commissioners, and in accordance with Michigan's Public Health Code, Act 368, P.A. of 1978, MCL 333.2415.

**ARTICLE IV. OFFICERS**

**Section 1.** The election of a Chairperson and Vice Chairperson and appointment of committees for the calendar year will be held at the first regularly scheduled meeting in January. The Chairperson and Vice Chairperson shall not be from the same county.

**Section 2.** Following the elections of the Chairperson and Vice Chairperson, a Board member may be designated to attend the annual meeting of the Michigan Association of Local Public Health (MALPH). The Health Officer shall be designated as the primary delegate to represent the Community Health Agency at the MALPH meetings.

**Section 3.** Current officers and committee members shall remain in place until newly elected. In the event that the current Chairperson resigns from the Board, resigns or is

removed as a county commissioner from their respective county or no longer meets the requirements to serve on the Board, the Vice Chairperson shall assume the Chairperson's duties. The Board of Health will then at the next regular meeting take nominations for the Vice Chairperson position and elect a new Vice Chairperson. As these positions are elected on a rotation between the counties the Vice Chair position will be elected from the commissioners from the county in the next rotation.

**Section 4.** In the Event that the Chair and the Vice-Chair from the prior year do not return to the Board of Health for the organizational meeting, the Health Officer will call the organizational meeting for the Board of Health to order and conduct business through the election of a new Chairperson.

## **ARTICLE V. MEETINGS**

**Section 1.** The Board will meet on the fourth Thursday of each month at 9:00 AM unless otherwise determined by the Board. In the event that the Board meets less than once per month, claims may be negotiated, resolved or paid prior to the next Board meeting by the Health Officer and Chairperson of the Board of Health, who shall report the action to the Board at its next regular meeting as outlined in Michigan's Public Health Code, Act 368, P.A. 1978, MCL 333.2415.

**Section 2.** The agenda for each Board meeting shall be set by the Health Officer in consultation with the Chairperson of the Board. An individual wishing to suggest a topic for discussion at a Board meeting shall submit a written request for consideration to the Chairperson of the Board at least ten (10) days prior to the meeting. The request shall include the subject matter, estimate time needed, individual(s) to appear and contact information of the requestor.

**Section 3.** For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

**Section 4.** The Board shall abide by requirements of Michigan's Open Meetings Act.

**Section 5.** Special meetings of the Board of Health or its Committees may be held at any time upon call of the Board Chairperson by providing just purpose and giving at least 18 hours' notice.

**Section 6.** Voting for the expenditure of funds, the adoption of a resolution or ordinance shall be by a roll-call vote. All other votes shall be by voice vote.

**Section 7.** Meetings will be conducted according to the latest edition of Roberts' Rules of Order.

## **ARTICLE VI. QUORUM**

Four (4) members of the Board shall constitute a quorum for the transaction of business.

## **ARTICLE VII. COMMITTEES**

**Section 1.** The Finance Committee and the Program, Policy and Appeals Committee shall be two (2) standing committees established by the Board. The Board may, from time to time, establish special committees and/or additional standing committees for other matters of concern to the Community Health Agency.

**Section 2.** The Board Chairperson, with the approval of the Board, shall appoint a representative from each county to the Finance Committee and to the Program, Policy and Appeals Committee. Appointments to committees shall be made annually.

## **ARTICLE VIII. CONFLICT OF INTEREST**

No Board of Health member will vote or otherwise participate in a decision by the Board of Health if they have a direct personal interest, wherein they may financially or materially gain from the action of the Board of Health.

## **ARTICLE IX. AMENDMENTS**

These by-laws may be amended at any regular meeting by a majority vote of the Board. A proposed amendment shall be submitted in writing to all members at least ten (10) days prior to the meeting. Any amendment thereto shall become effective immediately upon its adoption.

Reviewed and amended by the Board of Health on the 27<sup>th</sup> day of February 2025.



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☎ 517.323.7500  
📠 517.323.6346

January 9, 2026

Board of Public Health  
Branch-Hillsdale-St. Joseph Community Health Agency  
Coldwater, Michigan

We are engaged to audit the financial statements of the governmental activities and the major fund of the Branch-Hillsdale-St. Joseph Community Health Agency for the year ended September 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

**Our Responsibilities under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards*, and the Uniform Guidance**

As stated in our engagement letter dated December 17, 2025, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider Branch-Hillsdale-St. Joseph Community Health Agency's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether Branch-Hillsdale-St. Joseph Community Health Agency's financial statements are free from material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about Branch-Hillsdale-St. Joseph Community Health Agency's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on Branch-Hillsdale-St. Joseph Community Health Agency's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on Branch-Hillsdale-St. Joseph Community Health Agency's compliance with those requirements.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free from material misstatement. As part of our audit, we will consider the internal control of Branch-Hillsdale-St. Joseph Community Health Agency. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to management's discussion and analysis, budgetary comparison schedule, schedule of changes in the net pension liability and related ratios, and schedule of employer contributions, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of support services and schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We expect to begin our audit procedures in January 2026 and issue our report on or before March 31, 2026. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Branch-Hillsdale-St. Joseph Community Health Agency and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Mary Costainan PC*

## **PUBLIC COMMENT**

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